

PROCUREMENT CARD PHASE 2 PRODUCTION SCHEDULE FY2003

This report lists Procurement Card (Pcard) Phase 2 Cardholder monthly time periods and reconciliation deadline dates. This schedule includes revised dates due to the GL Accelerated Close, effective January 2003.

Cardholder Reconciliation - Cardholders are to match/reconcile all Procurement Card bank transactions which have bank dates that fall in the "Monthly Time Period" (1st column) by the "Cardholder Reconciliation Deadline Date" (2nd column) listed for that month. Use the bank date ("bank dt") listed with the transaction to determine the reconciliation deadline date. Ex.: All transactions that have "bank dts" from 09/27/02 to 10/23/02 must be reconciled to the appropriate order by 10/30/02 at 5:00 p.m. Please note: transactions with a bank date of 10/23/02 (last day in the time period) appear in the pcard software on 10/24/02 (the following business day). Cardholders are advised to review and reconcile transactions throughout the month and not wait until the deadline date. Monday - Friday the previous business day's bank transactions are available in the pcard software for cardholder reconciliation (subject to receipt from the bank).

Cardholder Monthly Statements - Cardholders are responsible for running their Transaction Summary Posted Report each month, reviewing and signing the report. They must also forward the report and backup paperwork on a monthly basis to their monthly approver for mandatory monthly approver review and sign off. Beginning in January 2003, due to the accelerated GL close, the report is available on the second to the last business day of the specific month. (The report is available after the GL run, which as of January 2003, has been revised from the 1st workday of the following month to 3rd business day prior to the end of the month). Contact Pcard Administration if you cannot run the report.

Monthly Time Period Includes transactions with bank dates of:	Cardholder Reconciliation Deadline Date	Cardholder Runs Transaction Summary (Posted) Report
OCTOBER 09/27/02 to 10/23/02	10/30/02 at 5 p.m.	11/04/02
NOVEMBER 10/24/02 to 11/19/02	11/26/02 at 5 p.m.	12/03/02
* DECEMBER 11/20/02 to 12/13/02	12/20/02 at 5 p.m.	01/03/03
JANUARY 12/14/02 to 01/17/03	01/28/03 at 12 p.m.	01/30/03
FEBRUARY 01/18/03 to 02/14/03	02/25/03 at 12 p.m.	02/27/03
MARCH 02/15/03 to 03/18/03	03/25/03 at 5 p.m.	03/28/03
APRIL 03/19/03 to 04/17/03	04/24/03 at 5 p.m.	04/29/03
MAY 04/18/03 to 05/16/03	05/23/03 at 5 p.m.	05/29/03
JUNE 05/17/03 to 06/17/03	06/24/03 at 5 p.m.	06/27/03
JULY 06/18/03 to 07/18/03	07/25/03 at 5 p.m.	07/30/03
AUGUST 07/19/03 to 08/18/03	08/25/03 at 5 p.m.	08/28/03
* SEPTEMBER 08/19/03 to 09/23/03	09/24/03 at 5 p.m.	09/29/03

* Subject to change